Online Faculty System

A Parish’s User Manual
Managing your account

2020 Rules

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Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on My Account
2. This is the **Security and Identity** tab of your account.

Update your email address here

Do not forget to press update every time you make changes to your account.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

Keep your contact information up to date here.

Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system.

Click Daily Summary or Every time something happens or Daily Digest

Do not forget to update your changes
Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at https://facultyonline.churchofengland.org/contact